facelift
access and safety made easy

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haulotte telescopic booms

shortform operating instructions

SAFETY TIPS

ALWAYS

- Inspect your machine before use.
- Check all operations including ground controls.
- Check ground conditions.
- Check clearance from overhead obstructions (power cables, building projections etc).
- Plan your task/job.
- Use sole boards under your outriggers at all times regardless of ground conditions.
- Stabilise and level machine before use.
- Wear a safety harness connected to a suitable anchorage point inside the platform.
- Operate all controls smoothly.
- Warn other people that you are there by means of flashing lights, sign and cones.
- MAKE SAFETY YOUR No.1 PRIORITY.

NEVER

- Use an unsafe machine.
- Use an access platform to hoist loads like a crane.
- Overload cage/platform.
- Operate in strong winds (Check manufacturer's recommendation).
- Rest the cage on a structure or object to gain extra support.
- Attach your safety harness to a structure outside of the platform.
- Throw or drop anything from the platform.
- Use boxes, ladders or stand on handrails to gain additional height, if you can't reach, you need a bigger machine.
- Let an untrained person operate the access platform.
- Take unnecessary risks (hospitals and graveyards are full of dead heroes!)

In the unlikely event that your machine develops a fault
please contact the Facelift Tech Team on 01444 881100

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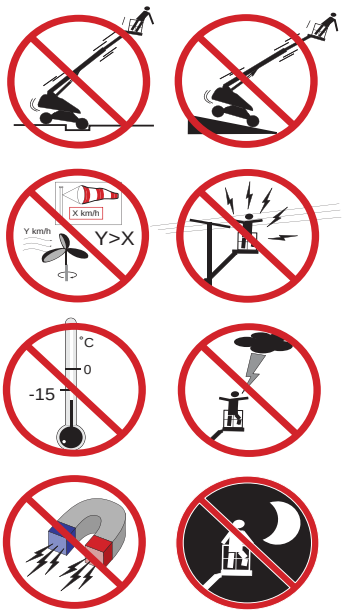
1.2.1 - Operators

Operators must be aged over 18, and hold an operating permit issued by their employer after undergoing a medical check and a practical test that prove they are apt to operate the machine.

Caution !
Only trained operators can use Haulotte self-propelled platforms.

There must always be at least two operators present, so that one can always:

- Take fast action if necessary.
- Take over the controls in case of accident or malfunction.
- Monitor and prevent movement of vehicles and people near the platform.
- Guide the platform operator if required.



1.2.2 - Environment

Never use the machine:

- On ground that is soft, unstable, congested.
- On a ground that has a slope greater than permissible limit.
- In winds greater than the permissible limit. If used outside, use an anemometer to ensure that the wind speed does not exceed the permissible limit.
- Near power lines (check minimum safe approach distances according to voltage carried)
- In temperatures less than -15°C (especially in refrigerated chambers). Consult us if it is necessary to work below -15°C.
- In explosive atmospheres.
- In poorly-ventilated areas, since the exhaust fumes are toxic.
- During storms (risk of lightning).
- In the dark, unless the optional floodlight is fitted.
- In the presence of intense electromagnetic fields (radar, moving and high currents).

DRIVING ON PUBLIC ROADS IS PROHIBITED.

1.2.3 - Using the machine

Do not use the machine:

- with a load greater than allowed load,
- if wind speed exceeds the maximum,
- with more than maximum authorised number of occupants in platform,
- with a side load in the platform greater than permissible limit.

To reduce the risks of **serious falls, operators must respect the following instructions**:

- Hold the guardrail firmly when lifting or driving the platform.
- Remove any traces of oil or grease from the platform steps, floor or guardrails.
- Wear personal protective equipment suited to working conditions and conform to local regulations, particularly when working in hazardous areas.
- Never disable the limit switches of the safety devices.
- Avoid contact with stationary or moving obstacles
- Do not increase the platform operating height by means of ladders or other accessories.
- Never use the guardrails to climb into or out of the platform (use the steps provided).
- Never climb on the guardrails when the platform is up.
- Avoid driving the machine at high speed in narrow or congested areas.
- Never use the machine without putting in place the platform safety bar or closing the safety gate.
- Never climb on the covers.

Caution !
Never use the platform as a crane, hoist or lift.
Never use the machine to pull or tow.
Never use the boom as a ram or thruster or to lift the wheels

To reduce the risks of tipping over, operators **must follow these instructions**:

- Never disable the limit switches of the safety devices.
- Never move the control handles from one direction to the other without stopping in the «O» position. (To stop when travelling, gradually move the handle to «O», keeping your foot down on the pedal.)
- Do not exceed the maximum load or the number of occupants allowed in the platform.
- Spread the load and if possible place in the centre of the platform.
- Check that the ground resists the pressure and load per wheel.
- Avoid contact with stationary or moving obstacles.
- Do not drive the platform at high speed in narrow or congested areas.
- Avoid contact with stationary or moving obstructions.
- Do not drive the platform in reverse gear (poor visibility).
- Do not use the machine with a congested platform.
- Do not use the machine with equipment or objects hanging from the guardrails or boom.
- Do not use the machine with items liable to increase the wind load (e.g. panels).
- Never carry out maintenance on the machine with the platform raised, without first installing the required safety provisions (overhead crane, crane).
- Perform the daily checks and monitor the machine's good working order during periods of use.

NOTE : Do not tow the platform (it is not designed to be towed and must be transported on a trailer).

1.3 - RESIDUAL RISKS

Caution !

Operation direction may be inverted on a turntable machine after 180° rotation. Bear in mind the colour of the arrows on the chassis, in relation to the colour shown on the platform control panel (green and red).
Thus, moving the manipulator in the direction of the green arrow on the control panel will move the machine according to the direction indicated by the green arrow on the chassis. Similarly, moving a manipulator in the direction of the red arrow on the control panel, will move the machine in the direction of the red arrow on the chassis.

1.3.1 - Risks of jerky movements and tipping over

Risks of jerky movement and tipping over are high in the following situations:

- Sudden action on the controls.
- Overloading of the platform.
- Uneven ground (Be careful during thaw periods in winter).
- Gusts of wind.
- Contact with an obstacle on the ground or at a height.
- Working on platforms, pavements, etc.
- Inversion of travel direction after turntable rotation.

Allow sufficient stopping distances: 3 metres at high speed and 1 metre at low speed.

Do not alter or neutralise any components connected in any way to the machine's safety or stability.

Do not place or fasten a load so that it overhangs the machine's parts.

Do not touch adjacent structures with the elevator arm.

1.3.2 - Electrical risk

Caution !

If the machine has a 220 V 16A max. plug, the extension must be connected to a mains socket protected by a 30 mA differential circuit breaker.

Electrical risks are high in the following situations:

- Contact with a live line (check safety distances before operation near electricity lines).
- Use during storms.

1.3.3 - Risk of explosion or burning

The risks of explosion or burning are high in the following situations:

- Working in explosive or inflammable atmosphere.
- Filling the fuel tank near naked flames.
- Contact with the hot parts of the motor.
- Use of a machine generating hydraulic leakage.

1.3.4 - Risks of collision

- Risk of crushing people in the machine operation zone (when travelling or manoeuvring equipment).
- The operator must assess the risks above him before using the machine.
- Pay attention to the position of the arms during turntable rotation.
- Adapt movement speed to conditions related to the ground, traffic, slope and movement of people, or any other factor that may cause a collision.
- When driving down the ramp of a truck, ensure sufficient space is available for safe unloading.
- Check brake pad wear regularly to avoid all risk of collision.

REMINDER: Before use, familiarise yourself with the machine using this manual, the motor manual and the instructions on the machine plates.

Caution !
During high pressure washing, do not direct the jet onto the electric boxes and cabinets.

4.2.1 - Familiarisation with the control stations

4.2.1.1 -«Turntable» control station

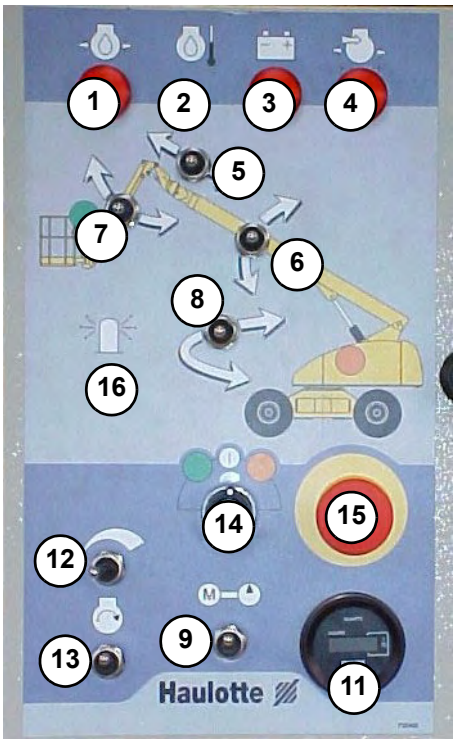


Photo 5

The turntable control station includes the following elements:

1 - Motor oil pressure light indicator
2 - Motor temperature light indicator
3 - Battery charge indicator
4 - Filter blocking indicator
5 - Boom telescoping control
6 - Boom lifting control
7 - Jib control
8 - Turntable rotation control
9 - Emergency unit control
11 - Hour-meter
12 - Motor state switch
13 - Motor start button
14 - Turntable station / stop / platform station selection
15 - Emergency stop button
16 - Flashing light control
17 - 220 V single phase - 16 A power supply plug
18 - Tilt sensor

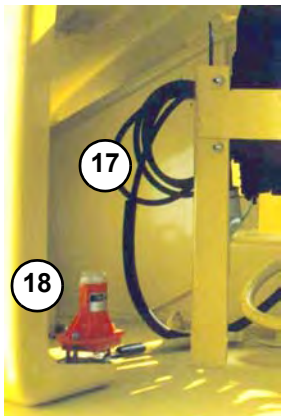


Photo 6

4.2.1.2 -«Platform» control station

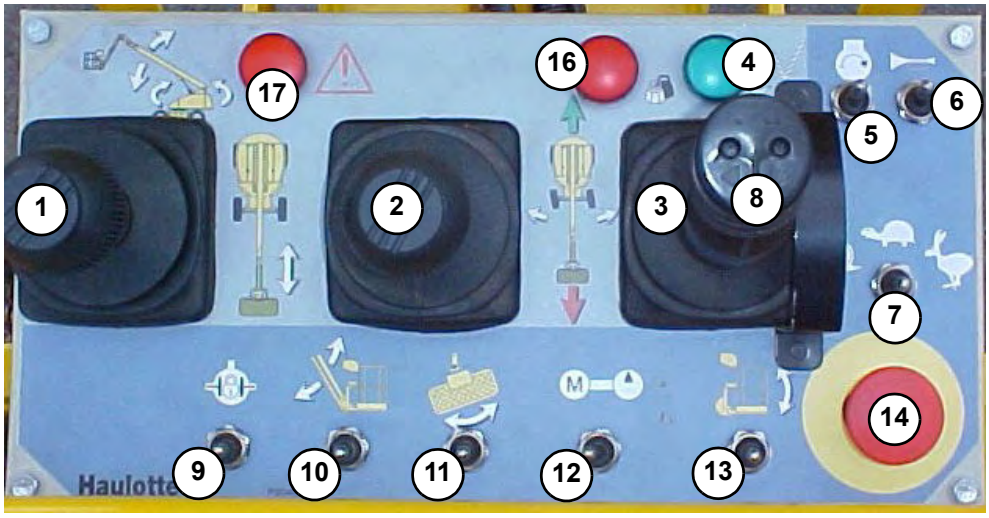


Photo 7

1. Boom lifting and rotation controller
2. Telescoping controller
3. Travel controller
4. Power on light indicator
5. Start switch
6. Horn switch
7. Low, medium and high speed
8. Steering indicator
9. Differential blocking switch
10. Jib switch
11. Platform rotation switch
12. Emergency control
13. Compensation switch
14. Emergency stop button
15. 220 V single phase 16 A plug
16. Platform overload indicator
17. Fault indicator

Photo 8

4.2.2 - Pre-operation inspection

4.2.2.1 -Operation zone

- Ensure that the machine is on flat, stable ground able to withstand the weight of the machine

Caution !
See characteristics table for max. allowed tilt.

- Ensure that no obstacles can impede the following movements:
  - travel (driving the machine)
  - turntable rotation
  - telescoping and lifting:

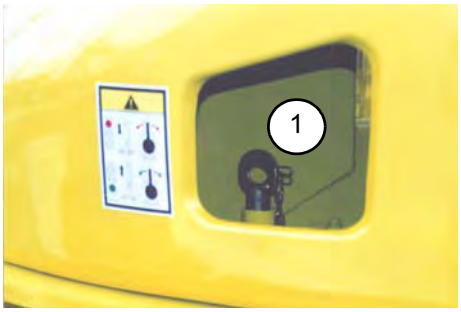


Photo 9

4.2.2.2 -General appearance

- Ensure that the turntable rotation blocking pin is withdrawn (item 1 Photo 9, page 34).
- Visually inspect the entire machine: take note of any paint flecks or battery acid leaks.
- Check that there are no loose bolts, nuts, couplings or hoses; no oil leaks; no severed or disconnected electrical wires.
- Check the boom and platform: there must be no visible damage and no signs of wear or deformation.

- Check there are no leaks, signs of wear, dents, scratches, rust or foreign bodies on the cylinder rods.
- Check that the wheel reducers are not leaking.
- The hydraulic pump and motor must be free of leaks, and have no loose parts.
- Check the reducers are not disconnected.
- Check that wheel nuts are tight and tyres not excessively worn.

Caution !
These machines are not insulated and must not be used near electricity lines.

4.2.2.3 -Electricity

- Check that battery terminals are clean and tight: slack or corrosion reduce power.
- Respect the safety instructions provided by the battery manufacturer
- Check that the main control panel power cable is in good condition.
- Check that the emergency stop systems work properly.
- Check that the tilt sensor works properly (item18, Photo 6, page 6) by tilting the support plate. Beyond the maximum tilt valve, it should emit an alarm if the machine is extended.

4.2.2.4 -Reservoir compartment

- Check the levels:
  - of hydraulic oil (item 1 Photo 10, and top up if necessary via the plug (item 2, Photo 10), .
  - of diesel: when the cover is closed, two lights indicate the min. and max. levels. Fill up if necessary (item 3, Photo 10).

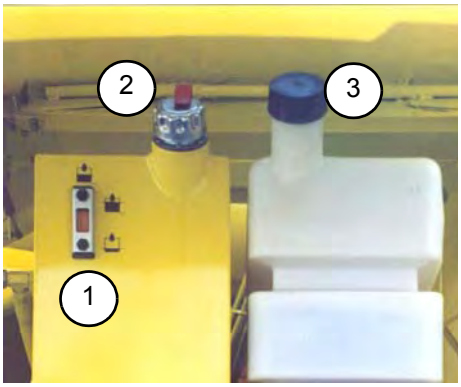


Photo 10

NOTE : To fill up, use the products recommended

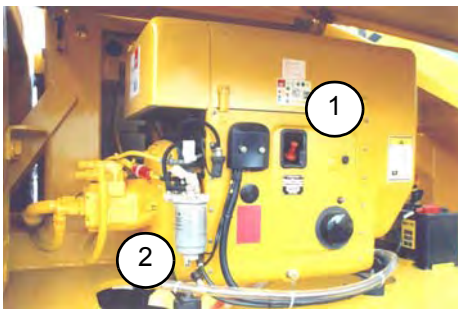


Photo 11

4.2.2.5 -Motor compartment

- Check that the air filter is clean - see the motor manual.
- Check the level of motor oil: gauge (item 1, Photo 11,), and top up if necessary (see motor manual).
- Check the hydraulic oil filter clogging indicator (item 2, Photo 11, If the red indicator is visible, replace the filter cartridge

- Check the level of electrolyte in the batteries: the level should be approximately 10 mm above the plates. Fill up if necessary with distilled water.

NOTA : To fill up, use the products recommended

4.2.3 - Built-in generator (option)

Caution !

Do not expose the built-in generator to direct contact with a jet of water or a high pressure cleaner.

The built-in generator enables voltage supply (220V or 110V depending on the option chosen) in the platform to enable connection of a tool, with maximum power 3.3 KW.

Photo 12 - Built-in generator

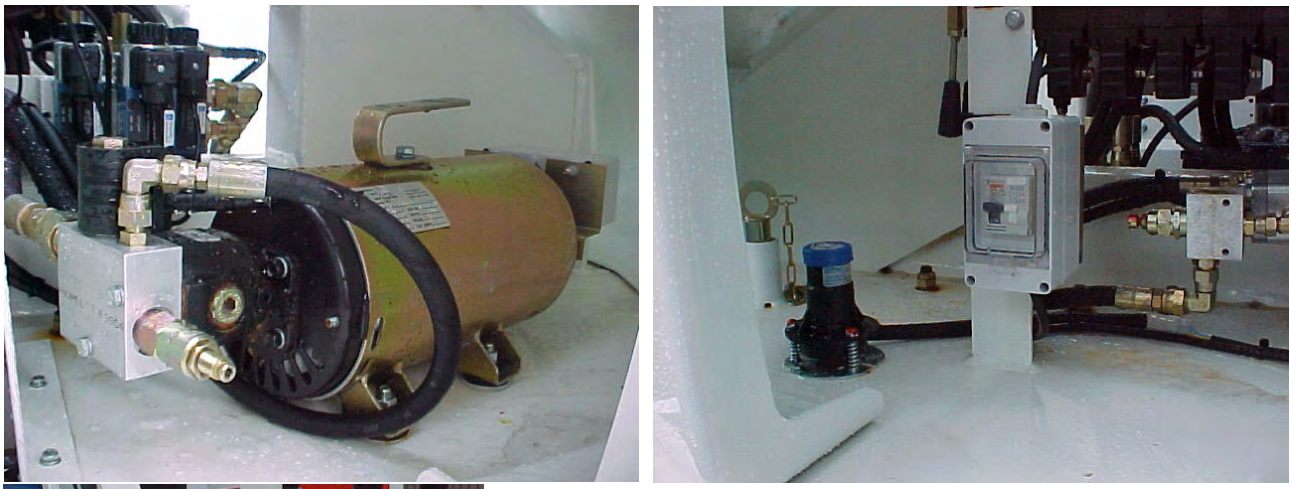


Photo 13 - Built-in generator

4.2.3.1 -Instructions

- Switching on the built-in generator
  - Start the machine and allow the motor to warm up for 15 minutes before use.

- Turn the button (Photo 13, page 9) ove the power socket in the OFF position.
- Connect the tool to the socket.
- At any time, you can change the tool.

NOTA : When using the built-in generator, you cannot make any machine movements. To make a movement, you must switch off the built-in generator (see instructions below).

- Switching off the built-in generator
  - Disconnect the tool from the socket
  - Turn the button (Photo 13, page 9) above the power socket in the OFF position.
  - Movement is active once again, you can make any movements.
  - Put the button above the power socket in the ON position (the motor accelerates) and the button's green light indicator comes on

4.3 - OPERATION

IMPORTANT:

Operation can only be started once all the actions described in the previous chapter have been performed.

To get used to the machine, the first movements should be carried out on the ground, leaving the machine in the transport position: counter-weight at the front, boom lowered.

Caution !
When the counter-weight is placed above the steer wheels, the travel and steer controls react in the opposite direction.

REMINDER: The main operating station is in the platform. In normal use, the «turntable» control station is an emergency or rescue station and is only used if absolutely necessary.

4.3.1 - Ground operations

4.3.1.1 -Start the motor: (Photo 5, page 6)

- Make sure the emergency stop button (item 15) is pulled out.
- Move the key-operated control station selection switch (item 14) to the «ground» position (pictograms). In this position, the platform controls are disabled.
- The indicator lights for motor oil pressure (item 1) and battery charging (item 3) are on. The air filter clogging indicator light (item 4) is off.
- Press the start button (item 13). Once the motor has started, the lights (items 1 and 3) go out.

NOTA : If the motor does not start, cut the contact by pressing the emergency stop button and repeat the operation.

- Let the motor warm up, and use the time to check that the hour-meter (item 11), motor and pump are working properly.

4.3.1.2 -Movement tests (Photo 5, page 6)

Caution !
Before any movement, check that no obstacles can impede the manoeuvres.

- Test the boom functions, up then down (switch, item.6)
- Stop the boom when horizontal.
- Then, test the turntable rotation function in both directions (switch, item 8) and the telescope extend/retract function (switch, item 5), then fully lower the boom.

4.3.1.3 -Switching to «platform» control (Photo 5, page 6)

- Move the key-operated select switch (item 14) to the platform position (green round).
- Check that the tilt sensor is working properly (item 18, Photo 6, page 32).

4.3.2 - Operations from the platform (Photo 7, page 7)

Climb into the basket, respecting the maximum load allowance: if necessary, spread the load all over the platform.

⚠ ***Caution !***
MAXIMUM LOAD:

H21TX: 360 kg (including 3 people).

H23TPX H25TPX 250 kg (including 2 people).

NOTA : If the load in the platform exceeds the maximum authorised load, no movements are possible from the platform control station. The overload light indicator on the platform panel and the buzzer alert the operator. Load must be removed to re-enable the machine. There is no load restriction on the reach.

4.3.2.1 -Control station test

- Prior to any manoeuvre, ensure that the green indicator light (item 4) is on, signalling that the machine is energised and that the ground/ platform select switch is set to platform control.
- Ensure that the emergency stop button (item 14) is released.
- Check the horn is working properly.

4.3.2.2 -Movement test

- To carry out a movement, choose the corresponding controller or selector switch.
- Press the «dead man» pedal and operate the relevant controller.
- The tilting angle and speed of the controllers make the movement gradual.
- If the floor is not horizontal, correct the platform position with the corresponding selector switch.
- Test the telescoping, jib and basket rotation movements with the associated selector switch.
- Test the front axle steering movement using the selector switch located on the travel controller handle, and test the rear axle using the selector switch located on the platform control panel.
- Test the 3 travel speeds by operating the speed selector switch.
- The direction of the movements is indicated by coloured arrows.

NOTA : High speed is only possible if the machine is stowed.

Work can now begin.

- Holding down the manual control and the distributor corresponding to the steering movement :
  * Move the lever up to move the wheels left,
  * Move the lever down and press the opposite distributor to move the wheels right.

3.2 - ELECTRIC CIRCUIT AND OPERATION SAFETY SYSTEMS

3.2.1 - General

The electric power used to control and start the thermal motor comes from a 12V battery.

Hours are counted by an hour-meter.

Caution !
Do not attempt to operate the machine until you have read and understood the instructions in Chapter 4, page 31

To prevent the machine from being used above its capacity, it is equipped with safety systems designed to protect personnel and the machine. These systems immobilise the machine or neutralise its movements.

In this case, inadequate knowledge of the machine's operation and characteristics may lead the operator to diagnose a breakdown, whereas in actual fact the safety systems are merely operating properly. It is therefore essential that all the instructions in these chapters are fully understood.

If an emergency assistance or rescue operation is necessary, the safety systems are neutralised.

3.2.2 - Automatic motor stop

The motor is automatically stopped when:
- the generator no longer operates.
- oil pressure is too low.

3.2.3 - Platform load control

If the load in the platform exceeds the maximum authorised load, no movements are possible from the platform control station. The overload light indicator on the platform panel and the buzzer alert the operator. Load must be removed to reset the assembly.

3.2.4 - Tilt control

In the work position (machine extended) the tilt sensor emits a sound when the maximum allowable tilt is reached. If this state continues after a period of 1 to 2 seconds, the following movements are disabled: boom-lift and lowering, jib lifting, telescoping and travel.

When the telescope is fully withdrawn, boom lifting and lowering movements are enabled.

The travel function is disabled until all elevation elements are stowed. The machine can then be moved to an allowed tilt.

NOTA : Once the machine is stowed (telescope withdrawn, boom lowered and jib below the horizontal), tilt is tolerated and no alarm is sounded.

3.2.5 - Travel speeds

In order to move the machine, it is necessary to put the «dead man's» safety device into service by keeping your foot pressed on the pedal.

Releasing the «dead man's» pedal causes travel to stop.

Emergency Procedures

Caution !
Emergency assistance and rescue operations to be carried out by trained and competent personnel.

3.1.3.1 -Rescue

This is a situation where the operator in the platform is no longer able to control the movements although the machine is working normally. A qualified operator on the ground can use the turntable control panel with the main diesel power supply to bring the operator in the platform down.

3.1.3.2 -Emergency assistance

Caution !
Use of the emergency unit is exclusively reserved for rescuing personnel if the main hydraulic power supply fails. Any other use may cause damage.

An emergency electric-pump unit operated from the platform or the turntable is used to counter a failure of the main pump.

If an operating problem prevents the user on the platform from coming down to the floor, a competent operator can control this movement this using the electric pump and the turntable control panel.

3.1.3.3 -Manual emergency assistance system

If the diesel motor is working, and in case of breakdown of the turntable and platform controls, it is possible to perform these movements using the mechanical levers, and pushing the manual control of the electro-valve situated at the top on the general distribution block.

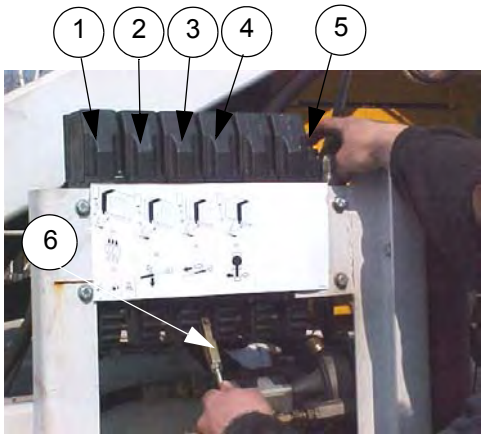
Caution !
To make these operations, there must be three operators on the ground.

- ***Manual emergency system for turntable orientation :***

Instructions:

- Take hold of the lever, (Ref 6, Photo 1) .
- Position the lever on the distributing valve (Ref 4, Photo 1, page 6).
- Press the manual control on the electrovalve, (Ref 5, Photo 1, page 6).
- Press the manual control and at the same time,
  * move the lever up to turn the turntable to the right, as seen from the basket,
  * move the lever down to turn the turntable to the left, as seen from the basket.

Photo 1- Manual emergency system



- ***Manual emergency system for the telescope :***

Instructions:

- Take hold of the lever, (Rep f, Photo 1,).
- Position the lever on the distributing valve (Ref 3, Photo 1, page 13).
- Press the manual control on the electrovalve, (Ref 5, Photo 1, page13).
- Press the manual control and at the same time :
  * move the lever up, to extend the telescope,
  * move the lever down, to retract the telescope.

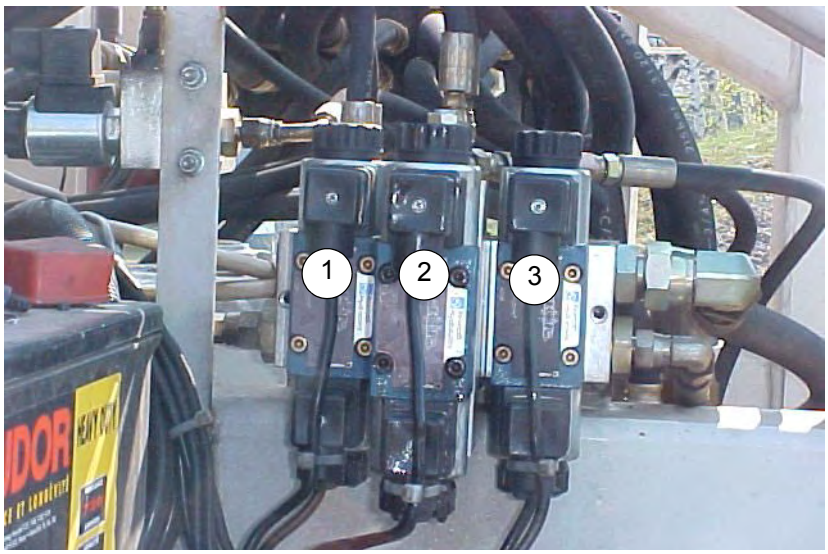
- *Manual emergency system for boom lifting :*

Instructions:

- Take hold of the lever, (Ref 1, Photo 1, page13).
- Position the lever on the distributing valve (Ref 2, Photo 1, page 13).
- Press the manual control on the electrovalve, (Ref 5, Photo 1, page 13).
- Press the manual control and at the same time :

* move the lever up, to lift the boom.
* move the lever down, to retract the boom.

Photo 2 - Distribution unit on / off



- ***Manual emergency system for jib :***

Instructions:

- Take hold of the lever, (Ref 5, Photo 1, page 13).
- Position the lever on the distributing valve (Ref 1, Photo 1, page 13).
- At the same time, press the manual electrovalve control, (Ref 6, Photo 1, page 13) and the distributor corresponding to jib movement (Ref 1, Photo 2, page 14)
- Holding down the manual control and the distributor corresponding to jib movement :
  * move the lever down, to lift the jib,
  * move the lever up and press the opposite distributor to lower the jib.

- ***Manual emergency system for compensation :***

Instructions:

- Take hold of the lever, (Ref 5, Photo 1, page 13).
- Position the lever on the distributing valve (Ref 1, Photo 1, page 13).
- At the same time, press the manual control on the electrovalve, (Ref 6, Photo 1, page 13) and the distributing valve corresponding to compensation movement (Ref 2, Photo 2, page 14)
- Press the manual control and the distributing valve corresponding to the compensation movement at the same time :
  * move the lever up, to lift the basket,
  * move the lever down hold down the manual control and press the opposite distributor to lower the basket.

- ***Manual emergency system for steer :***

Instructions:

- Take hold of the lever, (Ref 5, Photo 1, page 13).
- Position the lever on the distributing valve (Ref 1, Photo 1, page 13).
- At the same time, press the manual electrovalve control, (Ref 6, Photo 1, page 13) and the distributor corresponding to the steering movement (Ref 3, Photo 2, page 14)

NOTES

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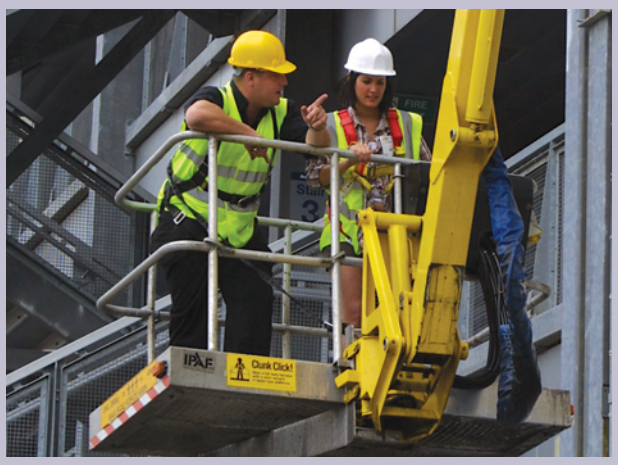
operator training centre



When hiring access equipment we strongly recommend taking advantage of one of our operator training courses.

As Facelift is an accreditied IPAF (Independent Powered Access Federation) training centre you can be sure that your staff will be trained to a high standard and receive an internationally recognised qualification.

Courses can take place on your own premises or at one of our training centres, situated in Hickstead, Iver, Southampton, Liverpool, Birmingham and Basildon.

We can train your personnel on any of the following equipment:

- **(1a) Static Vertical**
  Vertical Personnel Platform (static)
- **(1b) Static Boom**
  Self Propelled Boom with outriggers, Trailer/Push around, Vehicle Mounted Platform up to 26m and Vehicle Mounted Platform over 26m*
- **(3a) Mobile Vertical**
  Scissor Lifts, Vertical Personnel Platform (mobile)
- **(3b) Mobile Boom**
  Self Propelled Boom
- **Specialist Machines**
  Spider*

The one day course covers site safety, practical demonstration, sole usage, site risks and includes a theory test

* Two day courses are required for the Spider and Vehicle Mounted Platforms over 26m

Successful candidates are issued with the IPAF PAL card, widely accepted by both the CITB and Health And Safety Executive.

We also run the following courses:

MEWPs for Managers
Loading and Unloading
Harness Use and Inspection
PASMA Aluminium Tower Training
BLMA Ladder Training

For further information or to arrange a training course contact us today on:
0800 072 55 72 or **training@facelift.co.uk**